

FermiWorks Overview

Log In Details:

- **User Name:** Your Services name.
- **Password:** If this is the first time logging into FermiWorks, please refer to the email from the Service Desk. For help, contact the Service Desk at x2345.

Each landing page contains worklets – Click the circle to display links to detailed information about each worklet.



Navigation Menu:

The following list describes elements of FermiWorks that may display on any FermiWorks page:

- **My Workday 2.0:** Configurable landing page available to anyone who has been assigned an organizational or administrative role.
- **My Team:** For managers, and can be configured to replace the “My FermiWorks” page.
- **All About Me:** For all users, displays commonly used links to manage your own HR processes, such as personal information and benefits.
- **Dashboards:** For managers, can be configurable landing page for reports that are often used.

- **Sitemap:** For managers, lists all available reports and tasks to perform.
- **Favorites:** Lists frequently used reports and tasks.
- **Audit:** Categorized reports and tasks to audit.
- **W:Drive:** Virtual drive to store generated reports. This is not a mapped drive on your computer.

Navigation Icons:



Directory Swirl – On your View Profile page, displays your team location within the organization.



Filter – Can be used to narrow down data. Click to see a new menu and select data to display from one or more columns.



Gear – Appears in the upper right hand side of worklets, and acts as a menu option for the worklet.



Graph – Indicates that a report can be viewed as a chart.



Pencil – A field with this icon indicates that you can change information within that field.



Printer and Excel – The “Printer” icon can be clicked to view a page as a PDF file. Clicking “Print” will also display a printable version in pdf. The “Excel” icon can be clicked to view a page as an Excel Report. This can be restricted.



Prompt List – If a field displays this icon, you are required to use one of the prompt values on the pick list. In single select fields, only one value will be allowed. If a field permits more than one value, an “X” displays to the left of the selected values so it can be deleted. The field expands as you enter additional values.



Related Actions – When you view a page in FermiWorks, most of the items on the screen are links. Many of those items have a “Related Actions” icon next to them—the icon can vary in color, but will always look the same. These features are what make reports and viewable pages actionable. *This icon will only be available if the user has permission to perform additional actions on that business object.*

Sign Out: Click your picture to display the Sign Out link. Always click Sign Out to log out of FermiWorks to protect your personal information.

